

Human Resources Technician

THE CITY

Located near the southern tip of the San Francisco Bay between Fremont and San Jose, the City of Milpitas is forty-five miles south of San Francisco. With a population of approximately 65,000, Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. Milpitas features quality schools, conveniently located neighborhood parks and shopping centers, and a population rich in diversity.

THE DEPARTMENT

The Human Resources Department is comprised of a team of professional employees committed to ensuring the delivery of quality human resources programs and excellent service to City staff and the public. Regular staffing consists of one Human Resources Director, three Administrative Analysts, two Technicians and one clerical position. The Department serves approximately 600 regular and temporary employees, is a full-service Human Resources Department with six separate unions under collective bargaining.

THE POSITION

If you are a highly capable individual seeking a challenging, fast-paced and demanding environment where resourcefulness and independence are essential – you will find this opportunity exciting

The Human Resources Technician reports to the Human Resources Director and provides administrative support and technical personnel work in areas such as: recruitment and selection, classification & compensation, workers' compensation, employee relations, employee benefits, HRIS, surveys and conducting studies.

MINIMUM QUALIFICATIONS

Education: Equivalent to completion of the twelfth grade supplemented by college level course work in personnel management or a related field.

Experience: Two years of increasingly responsible administrative support experience. Experience with HRIS or payroll and in a municipal office is highly desirable.

Knowledge of:

- Basic recruitment, examination and selection standards;
- Basic procedures and laws used in workers' compensation administration;
- Various benefit programs, forms and procedures;
- HRIS systems;
- Operations and functions of city government;
- Modern office procedures, methods and computer equipment;
- Basic report preparation and English usage, spelling grammar and punctuation.

Ability to:

- Apply the necessary policies, procedures and databases associated with this position;
- Perform work involving independent judgment;
- Maintain confidential files;
- Prepare basic reports;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Communicate effectively, both orally and in writing.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment with sustained posture in a seated position for prolonged periods of time; sustain repetitive keyboard motion.

SELECTION PROCEDURE

All of the following must be submitted:

- A fully completed official City of Milpitas application form.
- A current resume detailing relevant education, training and experience.

Incomplete and/or inaccurate application materials may result in disqualification from the selection process.

EXAMINATION PROCESS

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of screening applications, written exercises, and/or an oral board interview. All phases will be scored pass/fail.

Candidates who successfully pass all phases of the selection process will be placed on an eligibility list in alphabetical order. All candidates will be advised of their status once a finalist has been selected.

TO APPLY

Submit a completed City of Milpitas application, and a resume, detailing relevant education, training, and experience to:

**City of Milpitas
Human Resources Department
455 E. Calaveras Blvd.
Milpitas, CA 95035**

An application and a complete job description are available on the City of Milpitas website:
www.ci.milpitas.ca.gov

(Under Employment, Job Specs) or call Human Resources at (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time.

Incomplete and/or inaccurate application materials may result in disqualification from the examination process.

SALARY AND BENEFITS

Annual Salary	\$ \$55,973 - \$68,036 (Employee pays 8% PERS contribution)
Retirement	CalPERS 2.7% at 55 plan, with single highest year.
Health Insurance	CalPERS Medical.
Dental	City paid.
Vision Insurance	City paid.
Life, LTD and STD	City paid \$50,000 life insurance. Long and short-term disability coverage.
Sick Leave	12 days per year.
Vacation	11 days per year to a maximum of 31 days per year.
Holidays	13 days per year.
Deferred Compensation (457 Plan)	\$ 900 per year, City paid.
Flexible Spending	Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

City of Milpitas
455 E. Calaveras Blvd.
Milpitas, CA 95035

The City of Milpitas
California



**Announces a
job opening for
a**

HUMAN RESOURCES TECHNICIAN

Annual Salary:
\$55,973 - \$68,036 +
2% Confidential Pay
(Employee pays 8% PERS contribution)

Final Filing Date:
Friday, November 7, 2008